COSIS ONBOARDING FORM

This document outlines the requirements needed for your institution to be boarded onto the College Student Information System (COSIS) developed by ZAMREN.

1. KEY WORDS

1. **School:** An academic unit within your institution, often encompassing multiple departments focused on a broad field (e.g., School of Engineering
2. **Department:** Academic or administrative unit managing specific study areas or Programmes.
3. **Programme:** Structured curriculum leading to a diploma, degree, master's degree etc,.
4. **Certificate Course:** Short, skill-focused program awarding a certificate.
5. **Course:** Single subject taught over a term, part of a program.
6. **Academic Period:** a period of time over which students start and move from one phase to another in a program e.g. from first year to second year. And the student will have to be invoiced for every academic period.
7. **Employee:** Faculty or staff member with a role in the system.
8. **Role:** User's function (e.g., Registrar, Finance) determining system access

9. INSTITUTION LOGO

- Upload the logo in the Google Drive folder named **"FILE UPLOADS"**
    - Allowed Format: png, jpg, jpeg
    - Minimum Dimensions: 300 x 150
    - Minimum Size: 100KB

10. INSTITUTION DETAILS

Kindly provide details about your institution below.

Full Institution Name:	Luanshya Technical and Business College

Institution Acronym:	LTBC
Motto:	Technology is the Base for Development
Vision Statement:	
Mission Statement:	
Postal Address:	P.O BOX 90387 Luanshya Zambia
City / Town:	Luanshya
Province:	Copperbelt
Website URL:	www.ltbc.edu.zm
Year Founded:	1958

11. CONTACT DETAILS

Kindly provide your contact details below.

Official Institution Contact Details	
Email:	info@ltbc.edu.zm
Phone Number:	

Head of Institution Contact Details	
Email:	ekalumba@ltbc.edu.zm
Phone Number:	0977700872

IT department	
Email:	mbmakasa@ltbc.edu.zm
Phone Number:	0977360552

Account/Finance	
Email:	
Phone Number:	

Registrar	
Email:	
Phone Number:	

Academics	
Email:	
Phone Number:	

12. ASSESSMENT CONFIGURATIONS

Kindly provide details about your continuous assessments and exams.

Continuous Assessment (CA) Weight: *(Out of 100)*	e.g.: 40/100
Final Exam Weight: *(Out of 100)*	e.g.: 60/100
Final Exam Maximum Score: *(Marks allocated to each final exam paper)*	e.g.: 100 marks
Pass Mark (%): *(Total marks required to pass a final exam paper)*	e.g.: 50%

Minimum number of failed courses for students to repeat year:	e.g.: 3 Courses
Minimum number of failed courses for a student to be excluded from the institution:	e.g.: 4 Courses
Minimum payment required for students to register (%):	e.g.: 50%

13. GRADING SYSTEM

Kindly provide details about your grading system.

Grade Letter	Minimum score	Maximum Score	Half Course Credits	Full Course Credits
A+	94	100	2.5	5

14. SAMPLE DOCUMENTS

Kindly upload the following Sample Documents into the Google Drive folder named **"FILE UPLOADS"**

    i.   Acceptance / Admission Letter

    ii.   Invoice *(that shows a breakdown of the tuition fees)*

    iii.   Receipt

15. WORKFLOW PROCESSES

A. Student Registration & Application Process

*Kindly provide an ordered list **EMPLOYEE ROLES** that are responsible for reviewing and approving and admitting student applications.*

ORDER	EMPLOYEE ROLE	ACTION PERFORMED
1.	Registrar	Receive and review application forms
2.	Deputy Head of Institution	Review application forms
3.		
4.		
5.		

B. Final Exam Results Publication Process

*Kindly provide an ordered list **EMPLOYEE ROLES** that are responsible for reviewing, approving and publishing final examination results before they are published to the students.*

ORDER	EMPLOYEE ROLE	ACTION PERFORMED
1.	Lecturer	Mark Exam Paper & Post Results
2.	Dean of School / Head of Department	Review Posted Results
3.		
4.		
5.		

16. MOODLE CONFIGURATION

Kindly provide a URL to the Moodle website.

Moodle URL:	E.g.: www.our-moodle-link.com

17. ACADEMIC INTAKES

*Kindly provide a list of both the **CURRENT** and the **UPCOMING** intakes.*

Intake Type	Intake Name	Start Date	End Date	Application Open Date	Application Close Date
Current	2024/2025 Academic Year	01-10-2024	01-10-2025	01-10-2024	01-12-2024
Upcoming	2025/2026 Academic Year	01-10-2025	01-10-2026	01-10-2025	01-12-2025

18. LIST OF SPONSORS

Kindly provide a list of sponsors that the institution accepts.

Name	Contact	Physical Address	Email Address
CDF			

19. ACADEMIC FEES

Kindly provide a list of all the academic fees as they appear on an invoice.

- *Study Modes: PartTime, FullTime, Distance.*

- *Study Levels: Certificate, Degree, Masters, Doctorate*

Name	Study Mode	Study Level	Cost (ZMW)
Medical Fee	*PartTime, FullTime*	*Certificate, Degree*	K500

NOTE: If the table above does not apply to your institution, feel free to indicate and explain how charges are distributed to each student

20.EXCEL DOCUMENTS

Below are the additional Excel documents that you will need to fill in.

   i.   **Institution Data Excel File**

- Fill in the following sections of the document — Departments, Programmes, Certificate Courses, Courses, Employees, and Roles.

   ii.   **Student Data Excel File**

- Fill in the following sections of the document — List of students registered for Programmes and List of students registered for Certificate Courses.